

HEALTH AND SAFETY POLICY

Charity Name: Cutthorpe Village Hall (2018)

Address: Main Road, Cutthorpe, Chesterfield, S42 7AJ

Registered Charity Number: 1178021

Policy Reviewed: February 2026

Date of Next Review: February 2029

1. General Statement of Policy

Our policy is to:

- Provide healthy and safe conditions, equipment, and systems of work for our volunteers, committee members, and hirers.
- Keep the village hall and its equipment in a safe condition for all users.
- Provide such training and information as is necessary for volunteers and users.

The Management Committee recognizes that the effective prevention of accidents depends as much on a committed attitude of mind as on the maintenance of equipment. We encourage all users to engage in safe working practices.

2. Organization of Health and Safety

Overall responsibility for health and safety is that of the Board of Trustees of Cutthorpe Village Hall (2018).

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

- **Safety Officer:** Michael Robotham (trustee)
- **Booking Secretary:** Jane Johnstone (Bookings)

3. Practical Arrangements & Safety Rules

All hirers are expected to read the "Conditions of Hire." The following practices must be followed:

Fire Safety

- **Exits:** All emergency exit doors must be kept clear and unlocked when the hall is in use.
- **Equipment:** Fire extinguishers are located in the [Main Hall / Kitchen / Entrance]. They are serviced annually.
- **Procedure:** In the event of a fire, the hall must be evacuated immediately. The assembly point is by the tree and bench seat at the end of Common Lane.

Electrical & Gas Safety

- **Testing:** Portable Appliance Testing (PAT) is conducted [Annually/Every 2 Years].
- **Hirer Equipment:** Any electrical appliances brought onto the premises by hirers must be safe and in good working order.
- **Gas:** The gas boiler and kitchen appliances are serviced annually by a Gas Safe registered engineer.

Kitchen Safety

- **Children:** Children are not permitted in the kitchen unless under close adult supervision.
- **Hygiene:** All surfaces must be wiped down with antibacterial spray after use.
- **Scalds:** Use caution when using the water boiler. Do not attempt to move it when full of hot water.

Slips, Trips, and Manual Handling

- **Spills:** Any liquid spills must be mopped up immediately. Mops are located in [Location].
- **Lifting:** Do not attempt to move heavy items (e.g., stacked tables) alone. Use the trolleys provided.
- **Stacking:** Chairs should not be stacked more than [e.g., 5] high to prevent toppling.

4. Accident Reporting

- **Accident Book:** An accident book is located near the entrance next to the log book.
- **Reporting:** All accidents, however minor, must be recorded. Serious accidents must be reported to the Secretary within 24 hours.
- **First Aid:** A First Aid kit is located adjacent to the door into the kitchen.

5. Asbestos Survey

An Asbestos Management Survey was carried out at the hall on 1st June 2023 in accordance with HSG 264 (Asbestos: The Survey Guide) and a report produced by Derbyshire County Council. The report did not find anything that would prevent the ongoing use of the hall by the general public.

6. Legionella and Water Safety

The hall is fitted with a “hyco”, mains fed, Powerflow unvented electric water heater used to provide hot water for handwashing and dishwashing purposes. This is considered a low risk system avoiding the need for separate water storage tanks. Regular use of the hall ensures that the system is flushed with fresh water. For longer periods, when the hall is not used, it is recommended that the taps are run for 2 minutes before use.